



## WATER FIELD OPERATIONS SUPERVISOR

Job Code: 4004  
EEO Class Code: Skilled Craft  
Union Status: GSA  
FLSA Code: Exempt  
Salary Grade: o513

### NATURE OF WORK

This is responsible, advanced, technical, and supervisory work in the installation, maintenance, and repair of water distribution systems, installations, and facilities. Work includes primarily field and some control room duties. Work involves the performance of and the direction of crews in the performance of all phases of the care and repair of water systems. Duties include supervision of all metered services including the reading, testing, and repairing of water meters, appurtenances, and installations; resolving complaints; and water quality control. Emphasis of work is on water lines, meter reading, water quality control, and complaint servicing.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Plans, supervises, and participates in the work of crews involved in the installation, construction, inspection, maintenance, repair, cleaning, and general care of all water electrical pumping and control equipment, stations, control facilities, and related equipment and facilities
- Trains and evaluates the work of supervisory, skilled, semi-skilled, and unskilled workers
- Performs or assists subordinates in performing unusual or highly technical work and in responding to unusual or difficult situations and resolves problems
- Assists in determining, developing, implementing, and insuring adherence to operational procedures consistent with federal, state, and local laws, ordinances, regulations, and guidelines and with City and departmental policy and procedures
- Establishes and enforces safety standards and safe operating procedures
- Prepares, maintains, and evaluates employee and equipment operations and performance records and reports
- Insures effective, efficient, and timely operation of perpetual water meter testing, repair, and overhaul programs, as well as other areas of assignment
- Completes research, participates in training, and maintains contacts in order to remain informed on current developments, programs, regulations, and procedures in the areas of assignments; incorporates such information to training
- Inspects construction and repairs by crews, citizens, and private companies for conformance with applicable regulations
- Investigates and resolves indications and complaints from water service recipients, such as abnormal water usage, meter malfunctions, water quality, and overcharges on water bills
- Works in conjunction with design, inspection, and technical personnel and regulatory and other agencies to insure compliance with required laws, regulations, standards, guidelines, and procedures
- Inventories, evaluates, and makes detailed recommendations for modifying or purchasing necessary parts, supplies, materials, services, and equipment and maintains stock as directed
- Assists in other major public works projects outside of typical areas of responsibility
- Performs related work as required

### KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of local geography, roadways, and jurisdictional boundaries
- Thorough knowledge of water distribution systems, including, but not limited to, reading, testing, and repairing water meters, appurtenances, and installations; resolving water service complaints; monitoring water quality; and appropriate methods and procedures

- Thorough knowledge of all facets of water quality testing and quality controls
- Thorough knowledge of applicable federal, state, and local laws, ordinances, regulations, and guidelines and City and department policies and procedures
- Thorough knowledge of the appropriate tools, materials, machinery, equipment, and considerable skill in their use
- Thorough knowledge of job-related hazards, dangers, and safety standards and procedures
- Thorough knowledge of water systems including supply and distribution lines, pumping stations, control facilities, and other installations
- Thorough knowledge of the patterns of water usage and the effects of pump operations and other facilities on the entire system
- Thorough knowledge of labor, materials, equipment, operations, requirements, techniques, and costs as related to completing projects in areas of assignment
- Ability to plan, organize, and supervise the work of supervisory, skilled, semi-skilled, and unskilled employees involved in a variety of tasks in a manner which promotes high morale and effective performance
- Ability to evaluate the performance of employees, equipment, and operations
- Ability to analyze information from a variety of sources, assess a situation, use sound judgment in drawing valid conclusions, and take appropriate actions in situations which may involve the health and safety of citizens
- Ability to understand, retain, apply, and instruct others in detailed, complex, and highly technical written, verbal, and demonstrated procedures, information, and regulations as applied to a variety of functions and situations
- Ability to effectively prioritize duties when dealing simultaneously with numerous functions
- Ability to plan and layout work from complex blueprints, plans, sketches, and manuals
- Ability to prepare and maintain accurate, detailed, and comprehensive written, verbal, and computerized records, and reports, analyses of statistical data, procedures, and training materials
- Ability to research and verify information and resolve discrepancies
- Ability to maintain effective working relations with other employees, other agencies, and the general public

## MINIMUM REQUIREMENTS

- Employed by the City for the past eighteen (18) months (part time will be prorated)
- Two (2) year' supervisory experience in all phases of the operation and maintenance of a water distribution system or sewer collection and force main system including associated appurtenances
- Driver's license
- Obtain Class "B" Commercial Driver's License valid for air brakes within 90 days of appointment
- Obtain and maintain related certifications as required by the Department

## PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- Continuous walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling
- Ability to lift up to 65 pounds

## SUPERVISION RECEIVED

- General and specific assignments are received from the Water and Sewer Superintendent
- Work is performed with little direct supervision and with considerable latitude for the use of independent judgment in determining assignments, priorities, work methods, and tool, equipment, and staffing needs
- Work is subject to review through observation, consultation, and reports for achievement of departmental goals, objectives, and standards

## SUPERVISION EXERCISED

- Plans, organizes, evaluates, and supervises the work of supervisory, skilled, semi-skilled, and unskilled personnel involved in performing a variety of functions